



**Coastal Properties Realty**  
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**FORM 24A**

# **MAINTENANCE REQUEST FORM**

## **TENANT INSTRUCTIONS**

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office. In the event of an emergency repair, contact our office immediately! Once we have received the request, either our office or a tradesperson will contact you.

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Concern: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ACCESS DETAILS**

Tenant Name(s): \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

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